

# Student Internship Orientation and Training Program



United States Probation Office  
Middle District of Georgia

## **MIDDLE DISTRICT OF GEORGIA INTERNSHIP PROGRAM**

### **Purpose:**

The U. S. Probation Office, Middle District of Georgia, admits selected students into an internship program designed to contribute to the education of the student and broaden the agency's commitment through community involvement. The goal of the internship program is to give students at the college senior and graduate level an opportunity to observe firsthand the actual duties of a U. S. Probation Officer. Under the supervision of a probation officer, students contact clients in the office and field, assist in the preparation of presentence and prerelease investigations, and participate in activities that will enable them to relate classroom theory to probation and parole practice.

### **Eligibility:**

Any student in his/her senior year or a graduate student in Corrections, Criminal Justice, and/or Social Sciences is eligible. Students may participate 40 hours a week over a 10-week period of time, or any other acceptable time period sanctioned by the institution and the probation office.

### **Selection Process:**

In an effort to obtain mature students who are sincerely interested in the correctional field, the following procedures have been formulated. We anticipate that the institution will facilitate the placement of students who will take full advantage of the opportunity, and provide an experience mutually beneficial to the student and the agency.

1. Individuals interested in participating in an internship program must submit a resume. A letter of referral, including transcript, from applicant's department chairman must be forwarded to the Chief Probation Officer.
2. A personal interview with the applicant will be conducted to assess the student's abilities and to secure additional background information.
3. A routine record check and any other investigation will be conducted prior to acceptance of the student.
4. After all investigative work is complete, a final determination will be made by the Chief.
5. Upon acceptance or denial, written notification will be submitted to the student's professor as well as to the student.

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6. Following notice of acceptance, the student must advise the Probation Office within a week of his/her beginning and termination date of internship.

### **Conditions of Appointment**

All students who are selected for an internship will be required to:

1. Sign an agreement specifying that they will maintain the confidentiality of all cases during and after the course of their affiliation with this agency.
2. Sign an “Acknowledgment of Gratuitous Service and Waiver for Uncompensated Employees” before he/she commences work (Guide to Judiciary Policies and Procedures, Administrative Manual, Volume I-C, Chapter X, 1308.2).

### **Student Responsibilities:**

1. In order for students to obtain maximum benefit without compromising the agency’s operations, they are expected to comply with the administrative policies of the agency throughout the duration of the internship.
2. All students are required to follow the guidelines concerning confidentiality and present themselves in an ethical and moral manner. The students are expected to adhere to the Code of Conduct adopted by the Judicial Conference of the United States.
3. All written communication prepared by students that is to be forwarded to the courts, law enforcement agencies, community agencies, etc., must first be given to the supervising probation officer for final advice and approval.
4. Students report to their field placement on the days assigned. In the event the student is late or cannot report for work, the supervising probation officer should be notified as soon as possible.
5. The student is encouraged to ask questions of any member of the staff and to seek as many experiences as possible.
6. All students will be required to prepare a written summary and evaluation of their internship experience based on a weekly log of activities. Additionally, all papers completed by the student that identify the agency will be shared with the agency.

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### **Responsibility of the Agency:**

1. The Chief U. S. Probation Officer will be the liaison between the educational institution and the internship program. Any officer may be assigned the responsibility of working with the student.
2. The primary supervisors are to provide the guidance and supervision that is essential for the proper training of the interns, and will prepare assignments that are meaningful to them. They should include court functions and violation hearings, presentence investigations, field trips to drug programs, mental health programs, community service placements, local jails, and other community agencies.
3. An initial orientation and semi-structured training program will be conducted by agency personnel. This will include briefings with management personnel, supervisors, specialists, line officers and support staff.
4. Upon the request of the participating school or university, probation staff will be available for consultation, presentations, career day and other related activities held on campuses located in the Middle District of Georgia.
5. Every effort will be made by the agency to meet the student's needs in successfully completing the internship experience.
6. At the completion of the internship, the agency will prepare and forward an evaluation of the student's progress to the participating school or university.

### **Responsibilities of the Participating College/University:**

1. The participating school should ensure that the student applicants are mature and genuinely interested in pursuing a career in the criminal justice field.
2. When feasible, an appropriate faculty member should make an onsite visit and receive an evaluation of the student's progress.

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### **UNITED STATES PROBATION OFFICER'S INTERNSHIP ORIENTATION**

- I. Administrative requirements at the Macon office
  - A. Appointment by the Chief Probation Officer (AO 79)
  - B. Completion of Acknowledgment of Gratuitous Services
  - C. Issuance of identification card (AO 236G)
  - D. Office tour and introduction to staff
  - E. Tour of significant areas of the Federal Building
- II. Overview of the Probation Office
  - A. Chain of Command
  - B. Ethics
- III. Overview of Court Family Agencies
  - A. U. S. Marshal Service
  - B. U. S. Attorney's Office
  - C. U. S. District Court Clerk's Office
  - D. U.S. District Court Judges
  - E. U. S. Magistrate Judge
- IV. Overview of Other Federal and State Agencies
  - A. Federal Bureau of Investigation
  - B. Drug Enforcement Administration
  - D. Alcohol, Tobacco and Firearms Bureau
  - E. U. S. Secret Service
- V. Overview of the Criminal Stages in a Criminal Prosecution
- VI. Manuals Required to Review
  - A. Policies and Procedures Manual
  - B. Guide to Judicial Policies and Procedures Probation Manual (Vol X)
  - C. Monograph 107: Presentence Investigation

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- D. Monograph 109: Supervision
- E. Monograph 111: The Supervision of Federal Defendants
- F. Monograph 112: The Pretrial Services Investigation and Report

Upon completion of the above orientation period, the student intern will begin his/her phase of training in presentence and supervision work.